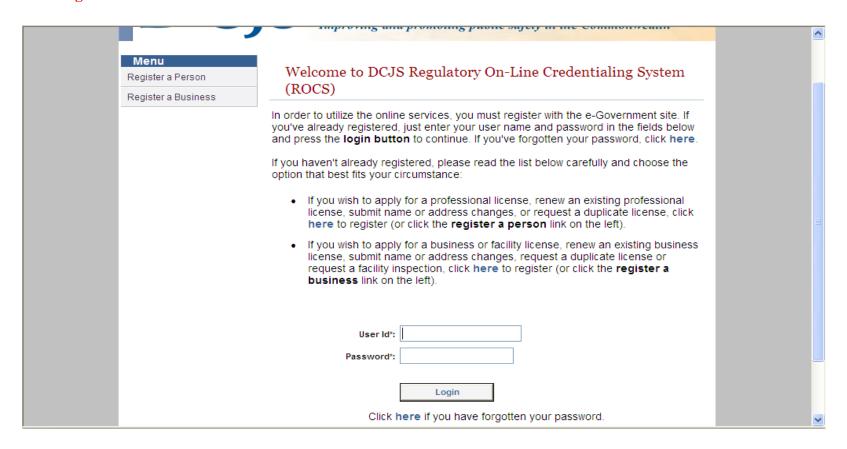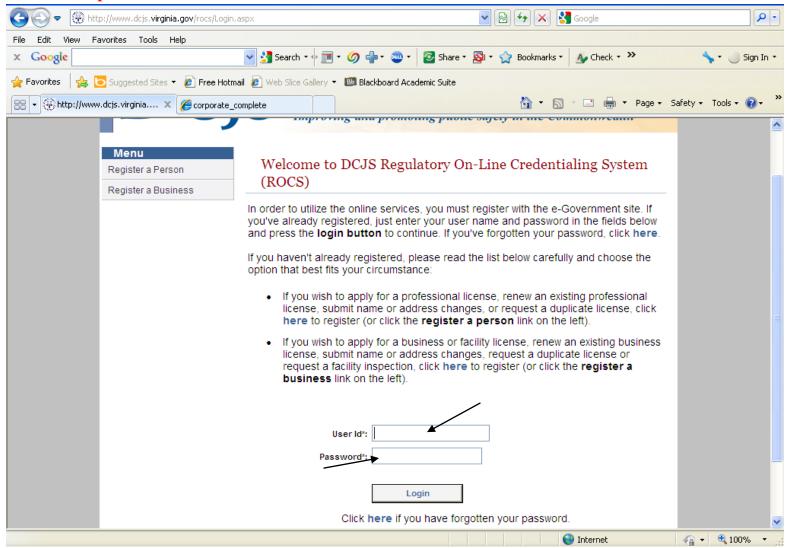# How to Request a Duplicate Registration
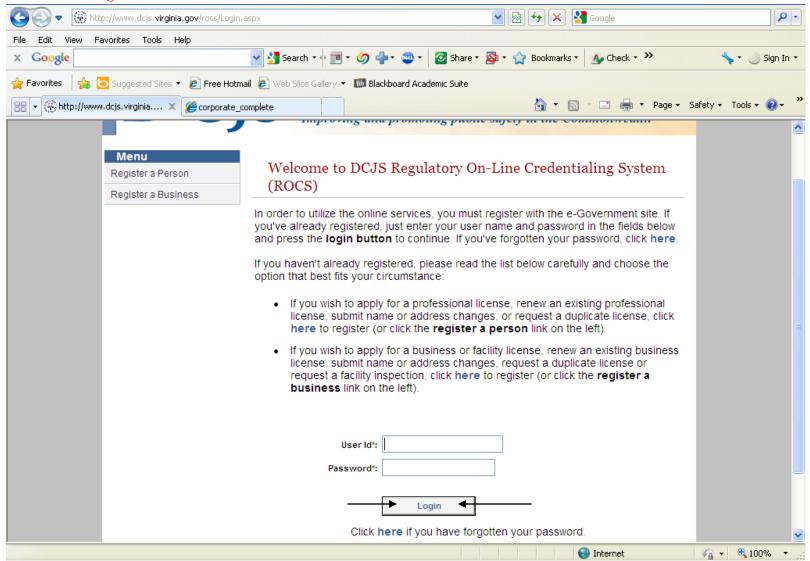
Go to http://www.dcjs.virginia.gov/rocs/Login.aspx.

You must have first registered in the system before you can login. If you have not registered, please see instructions on "how to register."
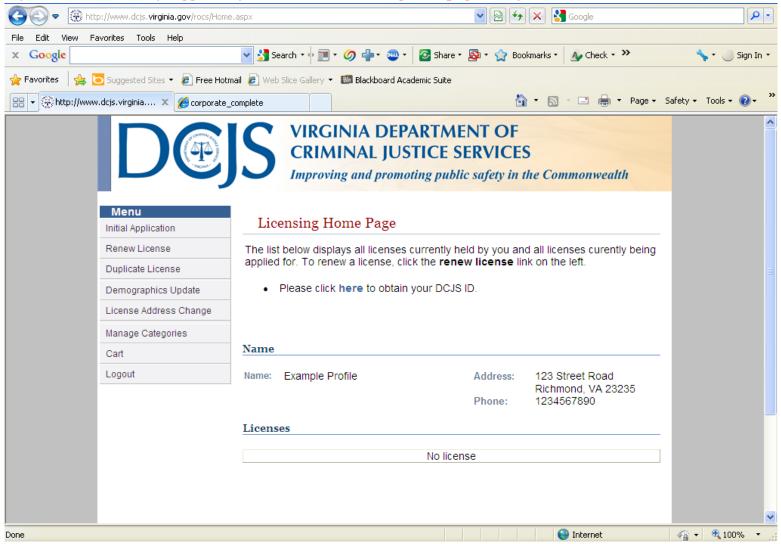

Menu
Register a Person
Register a Business

Welcome to DCJS Regulatory On-Line Credentialing System (ROCS)

In order to utilize the online services, you must register with the e-Government site. If you've already registered, just enter your user name and password in the fields below and press the **login button** to continue. If you've forgotten your password, click **here**.

If you haven't already registered, please read the list below carefully and choose the option that best fits your circumstance:

- If you wish to apply for a professional license, renew an existing professional license, submit name or address changes, or request a duplicate license, click **here** to register (or click the **register a person** link on the left).

- If you wish to apply for a business or facility license, renew an existing business license, submit name or address changes, request a duplicate license or request a facility inspection, click **here** to register (or click the **register a business** link on the left).

User Id*: [_____]

Password*: [_____]

[Login]

Click **here** if you have forgotten your password.

Enter user id and password.

Then click the "login" button.

When you have successfully logged in, you will see the licensing homepage with your name and address.
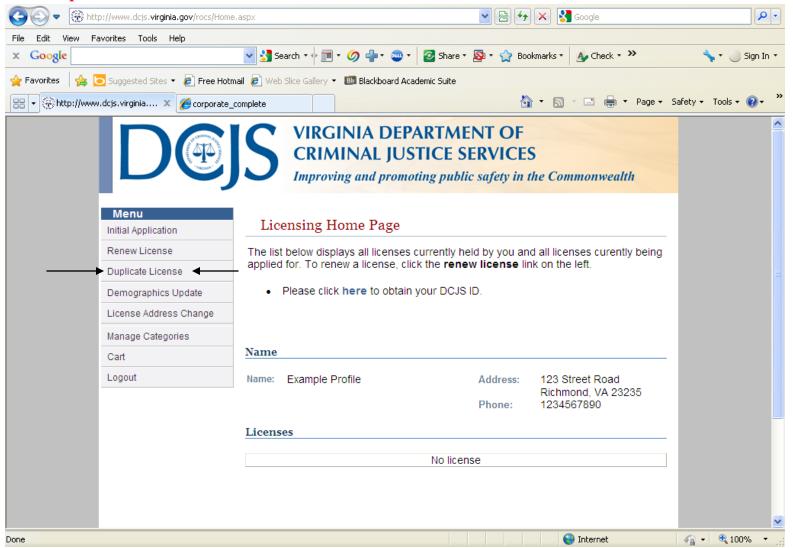
Left side menu choices:

1. **Initial application: to submit an initial application.**
2. **Renew license: to renew a credential that is about to expire.**
3. **Duplicate license: request a replacement for a license that was lost.**
4. **Demographics update: change YOUR personal address.**
5. **License address change: for businesses and schools only. DO NOT USE!!!**
6. **Manage categories: to see categories on your registration—to include firearms—and to add categories.**
7. **Cart: to checkout.**
8. **Logout: to exit the system.**

Click "duplicate license" button on left menu.

You will then see all licenses that you can request duplicates for.

Browser window showing https://www.dcjs.virginia.gov/rocs/SelectLicense.aspx?process=DUP

Menu
Licensing Home Page
Logout

Duplicate License Application

Select the license you would like to submit a duplicate request for from the list below. If you have multiple duplicate requests, you can only submit one request at a time. Complete the process for each license you would like to duplicate.

Eligible Licenses

CA Compliance Agent	Continue	
Profession: Private Security Services	License Number:	License Status: Approved
Issued: 1/9/2006	Expiration Date: 1/31/2014	

IN Instructor	Continue	
Profession: Private Security Services	License Number:	License Status: Approved
Issued: 2/3/2006	Expiration Date: 2/28/2014	

RE Registration	Continue	
Profession: Private Security Services	License Number:	License Status: Approved
Issued: 7/14/2006	Expiration Date: 6/30/2014	

Click "continue" next to the license you wish to request a duplicate for.

Duplicate License Application

Select the license you would like to submit a duplicate request for from the list below. If you have multiple duplicate requests, you can only submit one request at a time. Complete the process for each license you would like to duplicate.

Eligible Licenses

CA Compliance Agent	Continue
Profession: Private Security Services	License Number:	License Status: Approved
Issued: 1/9/2006	Expiration Date: 1/31/2014

IN Instructor	Continue
Profession: Private Security Services	License Number:	License Status: Approved
Issued: 2/3/2006	Expiration Date: 2/28/2014

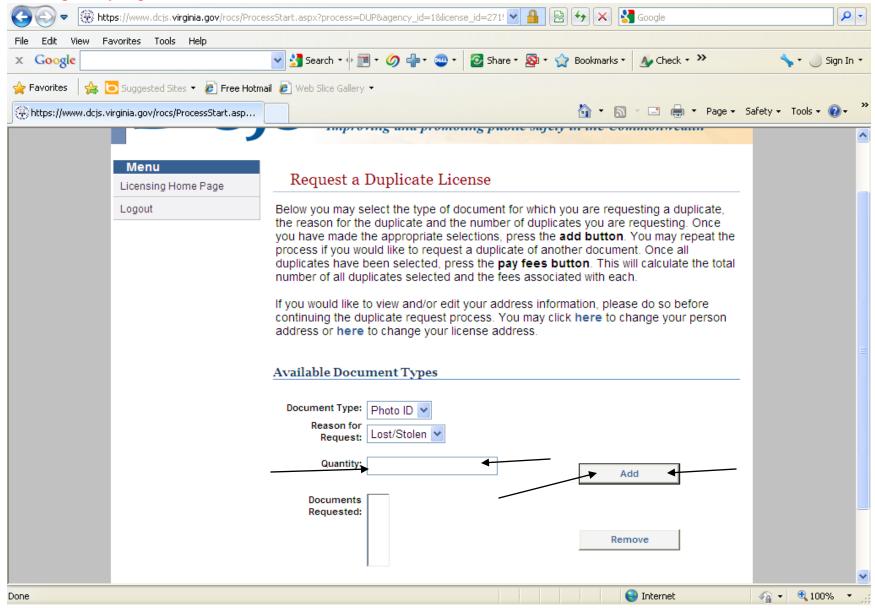| RE Registration	Continue
Profession: Private Security Services	License Number:	License Status: Approved
Issued: 7/14/2006	Expiration Date: 6/30/2014

Menu
Licensing Home Page
Logout

"Document type" and "reason for request" are already selected for you (currently, there aren't other choices).

Browser address bar: https://www.dcjs.virginia.gov/rocs/ProcessStart.aspx?process=DUP&agency_id=1&license_id=271...

Menu

Licensing Home Page

Logout

Request a Duplicate License

Below you may select the type of document for which you are requesting a duplicate, the reason for the duplicate and the number of duplicates you are requesting. Once you have made the appropriate selections, press the **add button**. You may repeat the process if you would like to request a duplicate of another document. Once all duplicates have been selected, press the **pay fees button**. This will calculate the total number of all duplicates selected and the fees associated with each.

If you would like to view and/or edit your address information, please do so before continuing the duplicate request process. You may click **here** to change your person address or **here** to change your license address.

Available Document Types

Document Type: Photo ID

Reason for Request: Lost/Stolen

Quantity: [   ]   Add

Documents Requested: [   ]   Remove

Fill out quantity requested then click the "add" button.

Menu
Licensing Home Page
Logout

Request a Duplicate License

Below you may select the type of document for which you are requesting a duplicate, the reason for the duplicate and the number of duplicates you are requesting. Once you have made the appropriate selections, press the **add button**. You may repeat the process if you would like to request a duplicate of another document. Once all duplicates have been selected, press the **pay fees button**. This will calculate the total number of all duplicates selected and the fees associated with each.

If you would like to view and/or edit your address information, please do so before continuing the duplicate request process. You may click here to change your person address or here to change your license address.

Available Document Types

Document Type: Photo ID
Reason for Request: Lost/Stolen
Quantity:
Add
Documents Requested:
Remove

Your selection will appear in the "documents requested" box.

Below you may select the type of document for which you are requesting a duplicate, the reason for the duplicate and the number of duplicates you are requesting. Once you have made the appropriate selections, press the **add button**. You may repeat the process if you would like to request a duplicate of another document. Once all duplicates have been selected, press the **pay fees button**. This will calculate the total number of all duplicates selected and the fees associated with each.

If you would like to view and/or edit your address information, please do so before continuing the duplicate request process. You may click here to change your person address or here to change your license address.

Available Document Types

Document Type: Photo ID

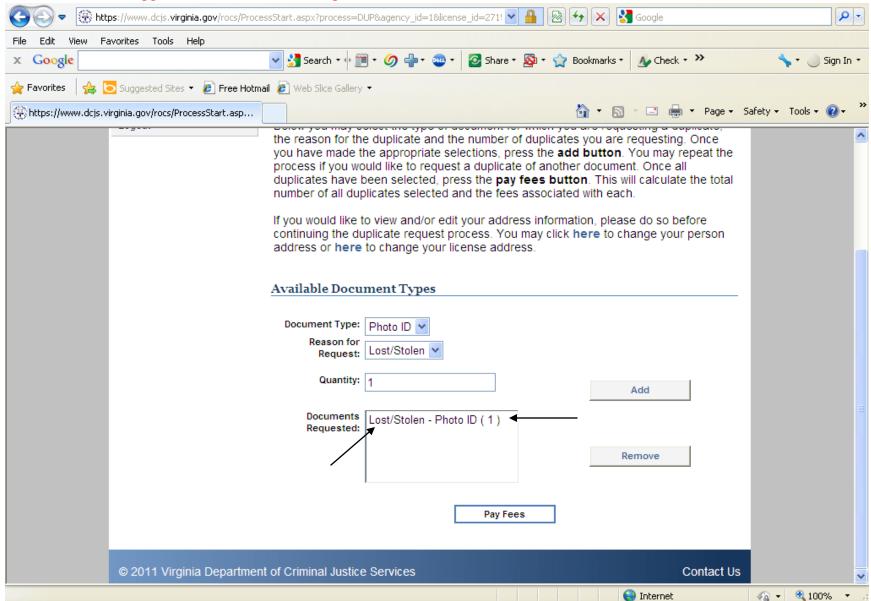Reason for Request: Lost/Stolen

Quantity: 1

Add

Documents Requested: Lost/Stolen - Photo ID (1)

Remove

Pay Fees

© 2011 Virginia Department of Criminal Justice Services   Contact Us

Click the "pay fees" button.

Below you may select the type of document for which you are requesting a duplicate, the reason for the duplicate and the number of duplicates you are requesting. Once you have made the appropriate selections, press the **add button**. You may repeat the process if you would like to request a duplicate of another document. Once all duplicates have been selected, press the **pay fees button**. This will calculate the total number of all duplicates selected and the fees associated with each.

If you would like to view and/or edit your address information, please do so before continuing the duplicate request process. You may click here to change your person address or here to change your license address.

Available Document Types

Document Type: Photo ID

Reason for Request: Lost/Stolen

Quantity: 1

[Add]

Documents Requested: Lost/Stolen - Photo ID (1)

[Remove]

[Pay Fees]

© 2011 Virginia Department of Criminal Justice Services   Contact Us

It will take you directly to the payment screen. Fill out the billing address information.

Browser address bar: https://www.dcjs.virginia.gov/rocs/Checkout.aspx

File   Edit   View   Favorites   Tools   Help

https://www.dcjs.virginia.gov/rocs/Checkout.aspx

VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES
DCJS
Improving and promoting public safety in the Commonwealth

Menu

Licensing Home Page

Logout

Pay License Fees

This is a secure credit card payment site. Please enter your billing address and credit card information in the form below. Press the **submit button** to pay your fees and submit your application. Once you submit, you have sent your application and fees to the Agency for processing. You will receive a confirmation page which includes a receipt number. Please print off this confirmation page and retain for your records. The confirmation page will serve as your receipt.

Billing Address

First Name:

Last Name:

Street Address: 123 Street Road

City: Richmond

State: VA

Zipcode: 23235

Country: US

Done   Internet   100%

Then fill out credit card information.

When finished, click the "submit" button.

Application Fees

License Number	Description	Fee Amount
Pending	Application Fee	$25.00
Pending	Category Fee	$0.00
Pending	Firearms Category Fee	$10.00

Credit / Debit Card Information

○ Credit Card   ● Debit Card   ○ Commercial Card

Name on Account:

Credit Card Type: Visa

Credit Card Number:

Expiration Date: 01 2011

Card Verification No: **What's This?**

Fee Totals

Fee Amount: $35.00
Total Amount: $35.00

Submit

15

It will take several seconds to process the payment.

Please wait, processing your request. This may take a few minutes.

Processing...   0:22

You will then see the amount as well as you account number as ##***********####. You must type in your expiration again as MMYY. Click the "process" button when finished.

View and print your receipt.